



DEFENSE INFORMATION SYSTEMS AGENCY

CENTER FOR INFORMATION MANAGEMENT
701 SOUTH COURT HOUSE ROAD
ARLINGTON, VIRGINIA 22204-2199

IN REPLY
REFER TO: XA

30 SEP 1992

MEMORANDUM FOR FUNCTIONAL DATA ADMINISTRATORS

SUBJECT: Functional Data Administrators - The Key to DoD Data Standardization

REFERENCES: a) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
b) DoD 8320.1-M-1 (Draft May 1992), "Standard Data Element Development, Approval, and Maintenance Procedures"
c) DoD 8020.1-M (Draft August 1992), "Functional Improvement Process"

1. The above referenced documents define the role and responsibilities that the Functional Data Administrators (FDAs) are to perform in standardizing and managing data within DoD.

2. The FDAs are responsible for:

- a. Developing and maintaining functional area data models,
- b. Integrating their functional area data models into the DoD Data Model,
- c. Resolving cross functional issues with other FDAs,
- d. Conducting the Preliminary Review of developmental data elements submitted by their organization,
- e. Conducting a Formal Functional Review of candidate data elements for which they have data stewardship responsibility, and
- f. Resolving conflicts with the DoD Data Administrator during the data element Formal Review process.

3. To start up the functionally based DoD Data Administration Program envisioned by the referenced manuals, a close working relationship needs to be established between the DISA/CIM Data Administration Program Management Office (DAPMO) and the FDAs. The FDAs need to identify a data administration point of contact (POC) for each of their functional areas of responsibility. The DAPMO will work with these POCs to implement a successful DoD Data Administration Program.

4. An important first step is to establish an open line of communication between the DAPMO and your POCs. This office will be conducting a special symposium, "Functional Data Administrators - The Key to DoD Data Standardization", during the month of November. The symposium will focus on the roles and the responsibilities of the FDADs in the DoD data standardization process.

5. The symposium is intended for the FDADs, their immediate staffs, and other OSD functional personnel who will perform the work of identifying, documenting, reviewing, and approving functional data. Data includes functional data models, the entities and attributes that comprise those models, and the data elements that are derived from those models.

6. The symposium will provide me an opportunity to introduce the DAPMO to your organization. We will discuss how we are implementing data administration within DoD. We will talk about several of the initiatives and projects that are currently underway, and also our plans for the future. The range of support and assistance service that we can provide will also be discussed.

7. The symposium will also provide you an opportunity to talk about your concerns and tell us about the type of support and assistance that you need from this office. Symposium attendees will also have an opportunity to receive hands-on data standardization training.

8. The symposium will be held in the Northern Virginia area during early November. Specific symposium location and schedule information will be forwarded to each registered person. Enclosed is the symposium registration form. If you have any questions, please contact Ms. Patti Henson, (703)536-6900.

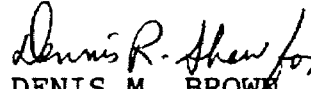
9. Request that, by 14 October, you provide the DAPMO (FAX: (703)536-7480):

a. A list of your data administration POCs for each of your functional areas of responsibility.

b. A completed registration form for each person who plans to attend the symposium.

10. The symposium will help us establish a sound working relationship with you and your organization. Working together, I am confident that we can successfully implement a data standardization program that will provide significant benefits to DoD and its warfighters.

Enclosure a/s


DENIS M. BROWN
Director

copy to:

ODDI/FIMs

Ms. Bunnie Smith

Mr. Deane Erwin

Mr. John Graves

Corporate Functional Integration

Board Members

DEFENSE INFORMATION SYSTEMS AGENCY
CENTER FOR INFORMATION MANAGEMENT
CENTER FOR DATA ADMINISTRATION OPERATIONS
(703) 536-6900

SYMPOSIUM REGISTRATION

FUNCTIONAL DATA ADMINISTRATORS
THE KEY TO DOD DATA STANDARDIZATION

[1] ATTENDEE INFORMATION

NAME:	SIGNATURE:
(Check the Appropriate Block)	
DoD employee: Military <input type="checkbox"/> Civilian <input type="checkbox"/> or Contractor within DoD <input type="checkbox"/>	
If contractor, please complete the following:	
DoD COR NAME:	
TELEPHONE:	
* COR SIGNATURE:	

[2] ORGANIZATION INFORMATION

ORGANIZATION NAME:
MAILING ADDRESS:
TELEPHONE: () - FAX: () -

* In signing this form, the DoD Contracting Officer Representative (COR) is certifying that this individual is currently performing work for the Department of Defense (DoD) under an active contract that authorizes attendance.

After completing this registration form, FAX or mail to:

Defense Information Systems Agency
Center for Information Management
Center for Data Administration Operations
500 N. Washington St.
Suite 300
Falls Church, VA 22046

or Fax to: (703) 536-7480

Enclosure (1)